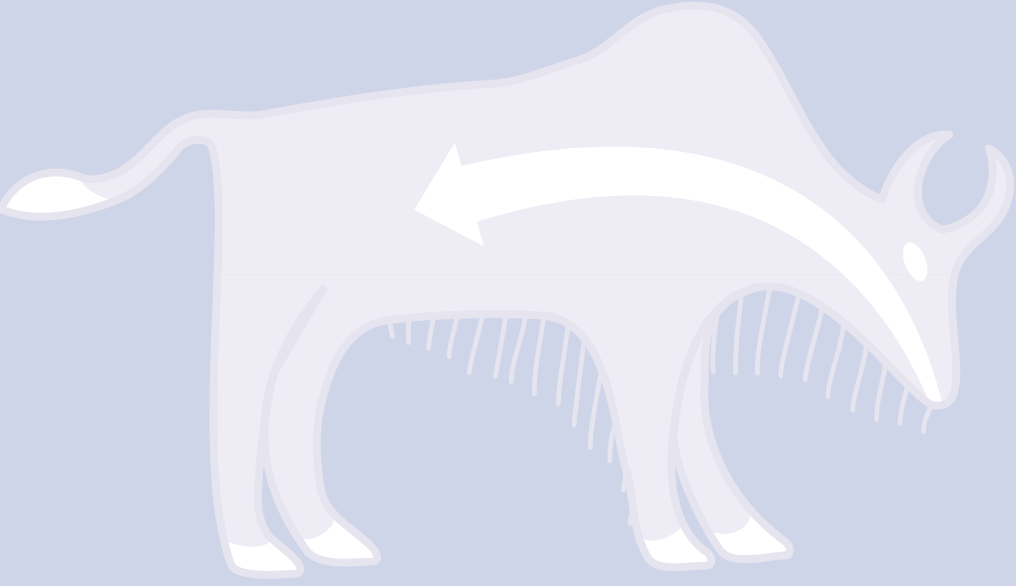




# Licensing/ Permits





# Licensing/Permits

## Building and Construction

### Building Permits

If you are building a new structure, remodeling or changing the use of an existing structure, you will need a plan review and permit services through the Development Services Department. DSD operates the development approval process to assure safe buildings and related site improvements that make Phoenix better.

A permit may be required for, but is not limited to, the following:

- new buildings and homes;
- carports;
- room additions;
- repairs or remodeling involving electrical, mechanical, plumbing or structural changes;
- garage or carport conversions;
- porch enclosures;
- patio covers;
- detached garages, sheds, gazebos or structures that are larger than 120-square feet in roof area;
- fences/retaining walls;
- manufactured homes;
- group care homes;
- roof replacements or roofline extension, including replacing wood or asphalt shingles with a tile roof;
- swimming pools and spas;
- installations of new or alterations of existing driveways;
- alteration of potential hillside topography and/or mature vegetation;
- change of drainage conditions on your lot by importing fill, cutting holes in perimeter walls, obstructing water courses or changing the direction of roof drains.

For more information on permit requirements, call 602-262-7811 or visit our Internet site at [www.cityofphoenix.org.ms.business.bpertidx.html](http://www.cityofphoenix.org.ms.business.bpertidx.html).

Development Services Department

200 W. Washington St., Second and Third Floors 85003-1611

Office Hours: 7:30 a.m. to 5 p.m., Monday through Friday

### Automated Inspection Request System (AIRS)

AIRS is a computer-based interactive voice response system. With this system, construction permit holders can request an inspection using a touch-tone telephone. For information on using AIRS, call 602-262-7811.

### Development Assistance Center

Development Services provides customer assistance on the southeast side of the first floor of City Hall for new and returning customers, available from 8 a.m. to 5 p.m., Monday through Friday. This center provides an excellent service, particularly to single-family home owners not familiar with the process.

## Businesses and Services

### City Clerk's Office

#### Licenses/Permits for Businesses and Services

Certain business activities or services are regulated and require a license or permit in order to operate within city limits. The City Clerk's Office administers nearly 30 license/permit types such as liquor, bingo, adult business, massage, secondhand sales, escort bureau and street/sidewalk vending.

For specific Phoenix City Code licensing regulations, call 602-262-4638, go to [www.cityofphoenix.org/LICNSVCS/index.html](http://www.cityofphoenix.org/LICNSVCS/index.html) or write the City of Phoenix, City Clerk Department, License Services Section, 200 W. Washington St., 10th Floor, Phoenix, AZ 85003-1611.

#### Liquor License Petition Process

The city's role in the liquor license application process is advisory only. The City Council votes to "make a recommendation to the State Liquor Department, for approval or disapproval." State law requires that the city post a public notice of a pending liquor license application for a period of 20 days in a conspicuous place on the front of the building where the business is to be located. State law also allows for any person who resides, owns or leases property within a one-mile radius of the premises to be licensed for liquor sales, and who is in favor of or opposed to the issuance of the license, to file a letter or petition with the Phoenix City Clerk containing reasons for their position within 20 days of the date of posting. Please mail your letter/petition to the City Clerk, Phoenix City Hall, 15th Floor, 200 W. Washington St., Phoenix, AZ 85003. Additionally, for all liquor applications, with the exception of special events, the City Clerk's office will mail a notice to all registered neighborhood organizations within a one-mile radius of the proposed business location.

City staff is available to speak to your neighborhood organization about the liquor license petition process or organize and facilitate meetings between the applicant and concerned residents. For information, call 602-262-7003 or go to [www.cityofphoenix.org/LICNSVCS/index.html](http://www.cityofphoenix.org/LICNSVCS/index.html) on the Internet.

#### Did You Know ...

The City Clerk Department processes approximately 10 million pieces of mail every year.